

DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DESIRES TO ENGAGE QUALIFIED PRIVATE CONSULTING FIRMS FOR THE PURPOSE OF PROVIDING COMMUNITY STUDIES FOR TRANSPORTATION PROJECTS STATEWIDE ON AN AS-NEEDED BASIS.

The primary and/or subconsultant firm(s) shall be Pre-qualified to perform services for the Project Development and Environmental Analysis Unit (Human Environment Unit/Community Studies Group) to perform the below referenced work. The work codes required are:

- **Community Impact Assessment – work code 00036**
- **Indirect & Cumulative Impacts Assessment – work code 00116**

The Scope of Work consists of assisting the Project Development and Environmental Analysis Branch -Community Studies Group staff in the planning process by providing community studies for transportation projects statewide. Such studies would include (a) Community Characteristics Reports (CCR), (b) Community Impact Assessments (CIA), (c) Screening Indirect & Cumulative Effects (sICE) reports, (d) Land Use Scenario Assessment (LUSA) reports, (e) Permitting & Stimulus List ICEs, (f) Environmental Justice studies and technical memorandums, (g) Farmland Impact Evaluations, and (h) other studies as required. All studies would comply with the requirements of National Environmental Policy Act (NEPA) [42 USC 4321-4351]; Title 23, USC; Environmental Impact and Related Procedures [23 CFR Part 771]; Intermodal Surface Transportation Act 1991 (ISTEA); Transportation Equality Act of the 21st Century (TEA21) 1998; Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU), 2005; Moving Ahead for Progress in the 21st Century Act (MAP-21), 2012; Executive Order 12898 Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations; Executive Order 13166 Improving Access to Services for Persons with Limited English Proficiency; Community Impact Assessment: A Quick Reference for Transportation (FHWA Publication), and; Guidance for Assessing Indirect and Cumulative Impacts of Transportation Projects in North Carolina (Volumes I and II) (State of NC DOT and DENR Publication). The method of payment will be on a lump sum basis. The work will be performed on various projects throughout the State and will be identified on an as needed basis; the same degree of assistance will not be required on all projects.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a

race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior** to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

1. The evaluation of performance on any previous contracts with the North Carolina Department of Transportation; 50%

2. The firm's experience and staff to perform the type of work required, including any designated subconsultants; 50%

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A
PROFESSIONAL SERVICES MANAGEMENT UNIT
LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe CutePDF, PDF Writer, DocuDesk, deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system as a .pdf file: psmu-411@ncdot.gov . The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. **Paper copies are not required.** The subject line should contain the PEF's Name, and "LOI for 2013 Community Studies LSA".

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager of the Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

Section II - Evaluation Factors

This section is limited to seven (7) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel qualifications and experience as related to this work;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;
- Understanding of project approach; and
- Any innovative approaches to be used.

Note: If a project team encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Section III - Supportive Information

This section is limited to six (6) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;

- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private consulting firms are invited to have letters of interest for furnishing Community Studies Services **FTS-ed** to the Professional Services Management Unit by **12:00 p.m.** on May 31, 2013. **Letters of interest received after this deadline will not be considered.**

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements or if they are sent by any other means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

The e-mail address is:

psmu-411@ncdot.gov

Any questions concerning the advertisement or scope should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

The firm(s) selected will be notified by **June 20, 2013**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at

<https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx>

June 24, 2013.